

**EPA ORD-NERL-LV**  
**Safety Committee Meeting Minutes**  
**Executive Conference Room #212**  
**May 11, 2017**  
**2 PM – 3 PM**

**Participants:** Robert Andrews, Todd Baker, Theresa A. Gallagher, Ed Heithmar, Tammy Jones-Lepp, Ann Pitchford, and Brian Schumacher

**Absent:** Maria Gregorio

**Agenda** Attached

**Introduction:** Each of the participants introduced themselves and stated what his/her title was.

**Review of Last Meeting:** The minutes of the last meeting, which was held in July 2016, were not available. This meeting was held before the last audit, which was in August 2016.

**Former Charter Obsolete:** A new organization designation from the Associate Director of Science will take the place of the former charter. ***Action Item***

**Review Open Findings from the Last Head Quarters Audit:** A discussion took place of the four remaining open findings. See attached. 1) Request waiver. Keep shelving not underneath the sprinkler heads which satisfies the required 18 inches for proper development of spray patterns; 2) Not fixed yet, but will be fixed in the very near future; 3) Robert and/or Theresa will request to classify the space due to the mag lock is low voltage; and 4) the flammable liquids cabinet doors in the labs have to be kept closed and latched because the doors are not self-closing. This is important to protect employee's safety and also follows the request for waiver to continue using these cabinets until CHL and POS are no longer occupied by the EPA.

**Review Findings from Walk-Around of Labs – May 8 through May 11, 2017:** Discussion took place regarding consolidations efforts such as the elimination of unused and unnecessary items and chemicals. Also discussed was the priority order of closing the labs and which storage areas could be cleaned out. Priority rooms to close first consist of 2 storage rooms, 4 lab/storage rooms, and 1 lab. They are 65, that could be used as a swingspace, 63, 59, 16, ***(What are the other 3?). Todd, could you list all 7 in order of priority? Thanks.***

**Chemical Inventory/Chemical Hygiene Plan/SDSs:** In the near future, Theresa will become the Chemical Hygiene Officer. The SDSs can be found on the Internet. It is only necessary to be able to locate this information quickly. Todd said there was a web site for Safety and Health <https://intranet.ord.epa.gov/shem-lasvegas/home>. It has a link to the Employee Access Program (EAP). Todd said that the EAP should be a Human Resource function. Tammy asked for this information to be disseminated to the employees. ***Action Item Todd and Theresa.*** Discussion then took place about why it is not. (May Fong is currently in charge of this? Todd Baker is currently the POC?)

**Discuss Injuries, Illnesses, Accidents, etc., or Near Misses:** A contractor had an injury a couple weeks ago. The contractor went through his/her employer to file a claim. If an EPA employee, or a student contractor, or a FED gets injured while on duty, the supervisor and the employee are responsible for completing the CA1 or CA2 electronically; hard copy is not an option. This information will be provided on the Safety and Health Website. ***Action Item Todd and Theresa.***

Training Requirements: A First-Aid, CPR (Cardiopulmonary Resuscitation), and AED (Automated External Defibrillator) Training will take place on Wednesday, May 31, 2017. Thirteen people signed up to take this class. No one is required to take this class because no one is permanently assigned to the field. Theresa stated that Lab Training will take place sometime in August or September 2017.

Future Safety Committee Meetings: According to Theresa, these meetings will now occur on a quarterly basis (August 2017, November 2017, February 2018, etc.), unless a meeting is called for an emergency or for another critical matter.

#### Open Discussion/Round Table

- It was suggested that a briefing to the Staff regarding the Safety and Health web site would be beneficial.  
*Action Item for Theresa*
- Robert mentioned that a simulation of an Active Shooter is to take place sometime in July or August 2017. It is planned that the Everbridge Notification System will be incorporated in this event and can be documented as a training event (*for OEP and/or for BCP?*). More detailed information will follow.
- The parking situation on the east side of CHL. i.e., students walking directly behind cars and the golf carts, are dangerous.
  - Do the students have to walk through the cars and the EPA parking lot? *Action Item. Robert, can you assist?* The exterior of the EPA leased buildings is the jurisdiction of the University. It's an open campus and vehicle operators are required to give way to the pedestrians. (Be vigilant and patient) RWA
  - Can something be done about the students and the golf carts? *Action Item. Robert, can you assist?* The students and golf carts have the right of way during the Universities semester and general working hours. (Be vigilant and patient) RWA
- The "Do Not Enter" sign to the EPA parking lot was facing the wrong way.
  - Could that be corrected? *Action Item. Robert, can you assist?* The DNE sign request was submitted to the Universities Traffic Control Division last year. I will revisit/follow up on that submission. RWA